

Core Brief



Daily update
(2 November 2023, 1.45pm)

Topics in this Core Brief:

- **Advance notice** of HEPMA planned system upgrade and downtime on Tuesday 14 November

HEPMA planned system upgrade and downtime on Tuesday 14 November from 00:15 to 06:15

Please note- the HEPMA system will be unavailable to all users (prescribers and medicines administrators) from 00:15 to 06:15 on Tuesday 14 November 2023 (six hours downtime) to enable a planned essential system upgrade.

This upgrade will provide increased system performance during busy administrations rounds, improved visibility of dosing information plus additional new features that will be rolled out after the upgrade (including self-service password resets).

Prior to the upgrade, ward staff will be required to print out Medicines Administration Charts (MACs) from the HEPMA system to support prescribing and medicines administration during the downtime. A quick reference guide is available [here](#) detailing how to do this.

****Please note - there is no requirement to print out Medicines Administration Profiles (MAPs)****

The morning medicines round on Tuesday 14 November should be done using the HEPMA system. Make sure any morning doses prescribed on paper during the downtime are given, and recorded on the paper MAC.

Following the upgrade, clinical teams will be required to enter onto HEPMA any prescribing recorded on paper during the downtime. This must be completed by 12:00 noon on Tuesday 14 November. A Standard Operating Procedure (SOP) is available [here](#) detailing how to do this.

There is no requirement to retrospectively record medicines administrations on the HEPMA system. After 12:00 on Tuesday 14 November the HEPMA system will then be available and fully up to date and the use of paper MACs must then cease. All paper MACs should then be scanned as part of the patient record.

Dates for MS Teams Briefing / Q&A / Support sessions for staff will be sent out shortly.

Further communications on the upgrade and downtime will be provided via normal communication channels as well as existing management communication structures.

Please direct any queries relating to the above to nhsggc.hepma@ggc.scot.nhs.uk.

**It is important to share Core Brief with colleagues who do not have access to a computer.
A full archive of printable PDFs are available on the [website](#)**